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STANDARD OPERATING PROCEDURE   14 December 1964
NUMBER   50-3055-20

MAINTENANCE AND DISPOSITION OF TEST PROJECT RECORDS

PURPOSE: The purpose of this SOP is to prescribe procedures for the maintenance and disposition of Test Project Records.

1. Definitions. For the purpose of this SOP the following definitions will apply:

     a. Test Project Records - All documentation created or acquired in support of individual assigned test projects.

     b. Project File - An organized file of all project records supporting a specific test project.

     c. Project Test Director - The individual assigned the primary responsibility for direction of a specific test project.

     d. Project Records Officer - The officer designated by the DCOS in accordance with Paragraph 5b, AFR 181-1, to monitor the proper maintenance and disposition of all test project records created or acquired by this organization.

2. Policy. This SOP is based on three basic principles:

     a. The documentation of a project must be complete. At any time during the course of a project it should be possible to obtain all significant facts from the Project File.

OPR: DCOS

DISTRIBUTION: A and B

SECRET

SECRET

SOP NO. 50-3055-20

b. The documentation must be logically and conveniently arranged. It should be easy both to locate a given item in the file and to understand the progress of the project by reading through the file.

c. The Project File must be easily transportable. All correspondence and other documentation should be fastened together in such a manner that individual items cannot become lost or mixed.

3. Responsibilities:

a. Each Project Test Director will:

(1) Maintain a Project File on each assigned project in an orderly manner, in accordance with this SOP.

(2) Prepare each Project File for retirement in accordance with Paragraph 9 of this SOP.

b. The Project Records Officer will:

(1) Insure proper maintenance of all Project Files in accordance with this SOP and applicable USAF directives.

(2) Review and approve each inactive Project File at the time of retirement.

(3) Insure that adequate supplies of all forms, folders, books, and envelopes required for implementation of this SOP are maintained and issued to the Project Officers as required.

c. The DCOS will:

(1) Review each Project File as follows:

(a) Not less than once every three months.

(b) At the time of Project Retirement.

(2) Date and sign, in the space provided on AFSC Form 78, after each inspection to affirm that the file is maintained in an orderly manner, in accordance with SOP.

4. Project File. Each Project File will contain two basic items: the Record Book, a chronological log of all project activity; and the File Folder, a multi-section folder in which all project paper work is arranged in logical groupings and securely attached. These items will be kept in an expandable envelope along with any bound reports, engineering drawings and similar items which cannot be included in the File Folder. This envelope will constitute the Project File. It will be kept in one of the

2

SECRET

SECRET

SOP NO. 50-3055-20

DCOS Office filing cabinets or safes throughout the active life of the project. If necessary, additional envelopes may be used to hold over-flow material which is too bulky to be kept in a single envelope.

5. Record Book:

a. The Record Book is an 8 1/2 x 11 inch notebook suitable for use as a project log. AFSC Form 79 or its equivalent will be used. The pages are numbered consecutively to provide proper security control of classified projects.

b. The purpose of the Record Book is to provide a permanent chron-ological record of all project activity from receipt of the Test Direct-ive to publication of the Final Report. Entries will include, but not be limited to the following:

(1) Notes on daily activity.

(2) Notes on telephone conversations.

(3) Notes taken at conferences and meetings.

(4) Promises and commitments made by or to the Project Test Director.

(5) Mathematical calculations to support design and mission decisions.

(6) Notes on missions flown (or canceled) and data obtained.

(7) Notice of change of Project Test Director.

c. It is the responsibility of the Project Test Director to see that all activity is adequately recorded. However, it is not necessary that he make all entries personally. Any person who performs or has knowledge of any significant project activity should record it in accordance with the following instructions:

(1) Make all entries complete and legible.

(2) Use ink when practicable.

(3) Record information in the Record Book initially, if possible, rather than copying it from other notes.

(4) Secure any graphs or other attachments to the book as permanently as possible with glue, staples, or tape.

3

SECRET

SECRET

(5) Date and initial each entry.

(6) Mark security classification as described in Paragraph 7.

d. If a second Record Book is required, the last entry in the old book and the first entry in the new book will indicate that the record has been continued.

6. File Folder:

a. The File Folder is an eight-page cardboard folder with metal clips at the top of each page for attaching papers. AFSC Form 79 or its equivalent will be used.

b. The File Folder will be used to file all project correspondence and other documentation. All documents will be filed according to subject rather than type of document. Thus both incoming and outgoing communications of all types which pertain to a given subject will be filed in the same section of the folder. Within each section documents will be filed in inverse-chronological order with the most recent on top.

c. The first section of the folder (Section A) will be an index of the entire Project File. The top document in the index will be a Table of Contents of the File Folder stating what material is located in which section. Each section will be identified by a short title indicating its contents. Under the title will be a sufficiently detailed description of the section contents to positively identify what is filed there. Examples are shown in Attachment 1.

d. If a project has a large quantity of data, drawings or other material that cannot be put in the File Folder, such material will be indexed on AFSC Form 78, or equivalent, which will be filed in Section A. under the Table of Contents. The description and location of all material will be stated clearly enough that it can be found by someone who is not familiar with the filing system. If any of this material is logically related to a section of the File Folder, a reference notation will also be placed immediately after the applicable title in the Table of Contents. The material itself will be kept in the Project File envelope or in additional envelopes of the same type.

e. The second section of the folder (Section B) will be titled Authority and Programming. It will contain the Test Directive or other authority for conducting the test, a copy of the Test Plan, and any correspondence which relates directly to either document.

f. Sections C through G of the folder may be organized to suit each individual project. Some suggested titles are listed in Attachment 1. However, the possible titles are in no way limited by this list.

4

SECRET

g. The final section of the folder will be a general section for miscellaneous material and documents, such as progress reports, which relate to the entire project. Material filed as miscellaneous must be kept to a minimum. The top document in this section will be a list of personnel in other organizations who are frequently contacted concerning the project. It will include name, office symbol and telephone number.

7. Security:

a. In order to maintain continuity within the File Folder classified and unclassified documents will be filed together. However, the classification of the most highly classified document must be marked across the top and bottom of the front and back covers of the folder, and across the tab where it can be seen when filed.

b. CONFIDENTIAL or SECRET notes may be recorded in the Record Book if the book is classified. If TOP SECRET material is recorded, a control number must be assigned to the book by the Detachment Security Officer. Whenever classified information is recorded the classification must be indicated immediately after the entry and marked at the top and bottom of the page. Also the classification of the most highly classified entry must be marked across the top and bottom of the front and back covers of the book.

c. Each envelope used to file classified material will be marked with the highest classification of its contents. The marking will be placed on the top and bottom of each side of the envelope and across the top of the flap where it can be seen when filed.

d. Particular attention should be paid to the following:

(1) Check the classification marking on the Record Book or File Folder and the Project File envelope each time a classified entry is recorded or document filed.

(2) Do not tear pages or portions of pages from the Record Book as there would be no way of proving that the missing portion had not been classified.

8. Identification:

a. The format on the cover of AFSC Form 77 and Form 79 will be filled out in ink as shown in Attachment 2.

b. The project name and number will be printed on the flap of the expandable envelope so that it can be read when the envelope is filed. If additional envelopes are required they will be further identified for reference in the Table of Contents.

SECRET

c. Security classification will be marked as indicated in paragraph 7.

9. <u>Records Retirement</u>. Within seven days after approval of the Final Report, or notification of project termination, the contents of the Project File will be reviewed for the purpose of records retirement.

a. All documents having little bearing on the final results will be discarded. This will include letters of transmittal, duplicate copies, correspondence on routine administrative matters, and information which is contained in the Record Book or Final Report.

b. All non-permanent reproductions (e.g. Thermo-Fax) will be copied in permanent form if retention is considered essential.

c. A new index of film, data, drawings, etc. to be retained will be prepared and filed in section A of the File Folder.

d. All controlled classified documents will be listed on a single AF Form 310A. One copy of this form will be filed in section A of the File Folder.

e. When the review is complete, the Test Plan, Final Report, Record Book, File Folder, and all other material to be retained will be returned to the expandable envelope. This Project File will be retained by the DCOS for future reference.

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Colonel, USAF
Deputy Commander for Operations

2 Attachments
1. AFSC Form 78A
2. Cover Format

6

SECRET

CONTENTS OF THE RESEARCH AND DEVELOPMENT FILE FOLDER
(File Data in Chronological Order on Tabs Indicated)

A. INDEX
   Will contain AFSC Form 78, "General Index of the Research and Develop-
   ment File Folder," AFSC Form 78A, "Contents of the Research and De-
   velopment File Folder," and Drawing Indexes.

B. AUTHORITY AND PROGRAMING
   Test Directive (or equivalent), Test Plan, Related Correspondence

C.

D.

   NOTE: The contents of Sections C through G are optional. Some
   suggested titles are listed on the following pages.

E.

F.

G.

   GENERAL SECTION (Inside of Back Cover)

      Overall Project, Miscellaneous

SECRET

SECRET

SOP NO. 50-3055-20

The titles for Sections C through G may be chosen from the following suggestions. However, possible titles are not limited to those listed.

TEST ITEM

Descriptive Literature, System Diagrams, Photographs, T.O.'s Related Correspondence.

INSTRUMENTATION

Modification Authority, Design & Construction Data, Literature, Related Correspondence.

PROCUREMENT & SUPPLY

Contracts, Supply Forms, Related Correspondence.

PERSONNEL

Personnel support requirements, Requests, Related Correspondence.

PROCEDURES

Test Procedures, Checkout Procedures, Check Lists.

TDY SUPPORT

Correspondence on TDY Deployments.

TEST DATA

Data, Curves.

MAINTENANCE DATA

AFR 66-1 Data, Failure Reports, Related Correspondence.

SYSTEM DEFICIENCIES

Quality Control, Failure Reports, U.R.'s, Related Correspondence.

Attachment 1

SECRET

SECRET

SOP NO. 50-3055-20

COVER FORMAT

☐ PROJECT	☐ TASK	☐ OTHER

COMMAND

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CENTER

████████████ 25X1A6a

DIVISION OR LABORATORY

25X1C4a ████████████

OFFICE OR BRANCH

DCOS

IDENTIFICATION NUMBER

25X1C4a ████████████

RESPONSIBLE OFFICER

25X1A9a ████████████

Attachment 2

SECRET